

**NATIONAL CANCER INSTITUTE FREDERICK**

**OPERATIONAL AND TECHNICAL SUPPORT CONTRACTOR**

## **Customer Guide**

### **HOW TO REQUISITION**

### **GOODS AND SERVICES**

**Contracts and Acquisitions Directorate (C&A)**

**(Purchasing and Subcontracts)**

## **PREFACE**

This guide provides information on the Operational and Technical Support (OTS) Contractor's Contracts and Acquisitions Directorate (C&A), the procurement process and how to requisition for supplies and services in support of the research mission of the National Cancer Institute, Frederick. The OTS Contractor uses the spirit and intent of the Federal Acquisition Regulation (FAR) throughout the procurement process and therefore the material in this guide is subject to change based on revision of federal statutes or regulations.

## **TABLE OF CONTENTS**

### CUSTOMER RESPONSIBILITIES

- A. Center Number and Funding
- B. Determine Need for Approvals and Justifications
  - 1. Signature Approvals
  - 2. Justifications
- C. Preparing The Purchase Request Package
  - 1. Purchase Request
  - 2. Assembling a complete Purchase Request Package
    - a. Special Approval for Products and Services
    - b. Competition and JOFOC Requirements
- D. Information Required For Special Or Unusual Acquisitions
- E. Submit Purchase Request Package To The Purchasing Department

### PROCUREMENT MECHANISMS

- 1. Blanket Purchase Agreements (BPAs)
- 2. Blanket Purchase Orders and Purchase Cards
- 3. Procurements of \$1,000 or less
- 4. Payment of Fees / Direct Payments
- 5. Checklists for Equipment Categories
- 6. Brand or Equal

### ACQUISITIONS DEPARTMENTS

- F. Acquisitions Organization
  - 1. Acquisitions Department
  - 2. Point Of Contact Matrix
  - 3. Who to Call List
- G. Acquisitions Responsibilities
- H. Major Steps And Timetable For The Procurement Process

- I. Contracting Officer's Authorization (COA) Prior to Award
- J. Procurement Process By Purchasing Department
- K. Processes And Goals For Capital Equipment

#### ADDITIONAL INFORMATION

- 1. Procurement Authority And Delegation
- 2. Procurement Planning
- 3. Non-Acquisition Actions
- 4. Proper Business Practices of the Technical Customer
  - a. Avoiding Improper Business Practices
  - b. Unauthorized Procurements
  - c. Procurement Integrity and No Conflicts of Interest

<b>INFORMATION REQUIRED FOR SPECIAL PROCUREMENTS</b>
<a href="#">Animal Procurements from Animal Production Area (APA)</a>
<a href="#">Biological Safety Cabinets and Hoods</a>
<a href="#">Blanket Purchase Agreements</a>
<a href="#">Books</a>
<a href="#">Capital Equipment</a>
<a href="#">Casework, Laboratory</a>
<a href="#">Centrifuges, Refrigerated Benchtop</a>
<a href="#">Computers, Desktop and Laptop</a>
<a href="#">Construction and A-E Services</a>
<a href="#">Consultants</a>
<a href="#">Controlled Substances</a>
<a href="#">Equipment on Loan</a>
<a href="#">Ethanol (or Ethyl Alcohol)</a>
<a href="#">Eyewear, Safety</a>
<a href="#">Footwear, Safety</a>
<a href="#">Freezers, Ultra Low Temp</a>
<a href="#">Hardware, Computer</a>
<a href="#">Hoods and Safety Cabinets</a>
<a href="#">Human Subjects</a>
<a href="#">Incubator, CO2</a>
<a href="#">Laboratory Services</a>
<a href="#">Laboratory Supplies</a>
<a href="#">Laundry Service for Lab Coats</a>
<a href="#">Manuscript Processing Fees</a>
<a href="#">Material Transfer Agreements (MTA)</a>
<a href="#">Memberships</a>
<a href="#">Offsite Deliveries</a>
<a href="#">Radioisotopes</a>
<a href="#">Rebate Offers</a>

<a href="#">Repairs (Scientific Equipment)</a>
<a href="#">Relocation of Equipment</a>
<a href="#">Reprints</a>
<a href="#">Research</a>
<a href="#">Returning Supplies</a>
<a href="#">Rotor Inspections, Centrifuge</a>
<a href="#">Select Agents</a>
<a href="#">Serum</a>
<a href="#">Service Maintenance Agreements</a>
<a href="#">Software</a>
<a href="#">Software Support Services</a>
<a href="#">Subscriptions</a>
<a href="#">Trading in Equipment</a>
<a href="#">Training</a>
<a href="#">Uniforms</a>
<a href="#">Warranty Expiration</a>
<a href="#">Water Services (Deionizer Exchange)</a>

<b>FORMS INDEX</b>	<b>Form Number</b>
Purchase Request	<a href="#">CG 1-A</a>
Purchase Request Addendum for Research	<a href="#">CG 1-B</a>
Purchase Request Addendum for Construction and A-E Services	<a href="#">CG 1-C</a>
Uniform Rental Information Form	<a href="#">CG 2</a>
Justification for Other Than Full and Open Competition (JOFOC)	<a href="#">CG 3</a>
Routing Sheet	<a href="#">CG 4</a>
Consultant Request Form	<a href="#">CG 5</a>
Independent Contractor Questionnaire	<a href="#">CG 6</a>
Deliverable/Work Product Form	<a href="#">CG 7</a>
Consultant Sample Invoice	<a href="#">CG 8</a>
Request for Vendor Service for Equipment	<a href="#">CG 9</a>
Service Maintenance Contract Addition	<a href="#">CG 10</a>
Worksheet for Limited Competition	<a href="#">CG 11</a>
Product Comparison Worksheet	<a href="#">CG 12</a>
Checklist for Class II A2 and B2 Biological Safety Cabinets Ordering	<a href="#">CG 13</a>
Checklist for Ultra Low Temperature Freezers	<a href="#">CG 14</a>
Checklist for Benchtop, Refrigerated Centrifuges	<a href="#">CG 15</a>
Checklist for Laboratory Casework	<a href="#">CG 16</a>
Checklist for CO2 Incubators	<a href="#">CG 17</a>
Checklist for Thermal Cyclers	<a href="#">CG 18</a>
Checklist for Real Time PCR Systems	<a href="#">CG 19</a>
Checklist for Analytical Balances	<a href="#">CG 20</a>

ATTACHMENTS	NUMBER
Definition of GL Account Categories	<a href="#">GG ATT 1</a>
Determining GL/Item Number	<a href="#">CG ATT 2</a>
Item and Account Number List for Purchase Requests	<a href="#">CG ATT 3</a>
Alphabetical Item Number List	<a href="#">CG ATT 4</a>
Blanket Order Item Number List	<a href="#">CG ATT 5</a>
IMPAC P-card Item Number list	<a href="#">CG ATT 6</a>
Sensitive Property List	<a href="#">CG ATT 7</a>

## CUSTOMER RESPONSIBILITIES

All supplies and services must be procured through an OTS Contractor procurement mechanism - purchase requisition, purchase card or blanket order. Payment of fees, i.e. no procurement, is paid by the OTS contractor Direct Pay mechanism. The following Customer Guide provides guidance in the purchase requisition process. Other manuals on the Contracts and Acquisitions web site detail the training and processes for customer ordering by the purchase card and blanket order programs.

It is the program area's responsibility to 1) assure funding is available for the procurement, and 2) provide appropriate signature authorizations, required information and justifications to fulfill the prime contract requirements.

Prior to completing the Purchase Request, the appropriate center number must be determined. The funds are tracked through the procurement stages as follows:

### A. Center Number and Funding

1. Funds are committed to the contract year and center number that the Purchase Request is entered into SmartStream
2. Funds are encumbered when the purchase order is entered into SmartStream
3. Funds are expensed when the invoice is paid.

All supplies and services procured by any of the OTS Acquisitions Departments must be requested on a Purchase Request. Because the amount of information required is based on the complexity, approval requirements, and competitive nature of the requirement, additional signatures and justifications may be needed.

## B. Determine Need for Approvals and Justifications

### **Signature Approvals**

- PR – approval for the mission related need and authorizes funds for the listed center number.
- Additional signatures – as listed below for specific procurements

### **Justifications**

- Procurements greater than \$3K must be competed or justified to limit competition.

## **STEP 1. PREPARING THE PURCHASE REQUEST PACKAGE**

### **Purchase Request**

Purchase Requests can be completed in one of two different ways, either directly into the SmartStream MIS system or by a Purchase Request web form.

Distributive Entry - The preferred method of submitting a Purchase Request is by having the customer enter the information directly into SmartStream. This electronic method is known as Distributive Entry. It obtains an electronic approval and most additional special approvals that allow the customer to immediately track status. For training and details on using Distributive Entry, contact Mel Lambert x5603.

Purchase Request Form – a workable web form to complete, print and obtain signatures. The form and instructions are available at [http://web.ncifcrf.gov/campus/als/purchase\\_request.asp](http://web.ncifcrf.gov/campus/als/purchase_request.asp)

INSTRUCTIONS FOR COMPLETING PURCHASE REQUEST FORM	
Block	
1	Insert Center Number
2	Enter the date that the purchase request was prepared
3.	Enter appropriate Purchase Request Number. Obtain block of numbers from the ALS Website Forms Page <a href="http://web.ncifcrf.gov/campus/als/purchase_request.asp">http://web.ncifcrf.gov/campus/als/purchase_request.asp</a>
4.	Enter the requisitioning office, name, address, bldg. number and phone number
5.	Enter the name, address, building and phone for receipt of product or service
6.	Enter the suggested vendor or vendor's name, address, phone point of contact and vendor number; list other suggested vendors or enter "Best Source" if there is no suggested vendor

7	Enter the line number of the item
8.	Enter MIS Item Number (GL & items number) from Attachment 1
9.	Enter the vendor's catalog number (if applicable) and description of the item or service. Include information required for special or unusual acquisitions as described below.
10.	Enter item size/unit of purchase for each item (examples 20/cs, each, 500g)
11.	Enter the required quantity
12.	Enter the Estimated Unit Price of the item
13.	Enter the Estimated Extended Price of the Item
14.	Leave Blank – For use by Acquisition Department
15.	Leave Blank - For use by Acquisition Department
16.	Provide GSA Schedule Number if applicable
17.	Check for any additional cost and explain in Block 18 (e.g. freight.)
18.	Insert Estimated Total Amount of all costs
19.	Leave Blank – For use by Acquisition Department
20.	Provide any Special Instructions and/or List of Attachments
21.	Use <a href="#">Major Steps and Time Table Chart</a> (link to chart near end of Guide) and fill in realistic delivery date. If urgent, state reason

### **Assembling a Complete Purchase Request Package**

The PR package may consist only of the PR form or may have additional pages as attachments for approvals, routing sheets, quotes, estimates, specifications, work statements, justifications, and/or any other data necessary. The entire PR package must provide enough information to ensure that the order or subcontract issued meets the requirements of the requester and the procurement policies of the Federal Acquisition Regulation, NCI and the OTS Contractor.

All requisitions must contain the following information:

1. Detailed description of item or comprehensive statement of work
2. The specific item named by brand(s) and by detailed description or comprehensive statement of work

For those procurements that require special pre-approvals, justifications or more descriptive information, additional forms are necessary as described throughout this document.

### **Special Approval for Products and Services**

*The matrix below describes acquisitions that require approval of the PR before submittal to the Purchasing Department. When special approvals are required, use the Routing Sheet, Requirements Type Contracts Checklists or SmartStream Distributive Entry codes on PR.*

<b>Acquisition Type</b>	<b>Approving Official</b>	<b>Approval Process</b>
<i>Hard Drives, Operating Systems, and equipment having a computer</i>	<i>Computer and Statistical Services</i>	<i>Any acquisition for hard drives, operating systems (Windows 7, VISTA, etc.), and all equipment having a computer require IT approval for compliance with Section 508 of the Rehabilitation Act, the Trade Act and the Federal Information Security Management Act (FISMA).</i>
<i>Select Agents DEA Controlled Substances, Radioisotopes</i>	<i>OTS Safety Officer</i>	<i>Any acquisition that requires the delivery, shipping, disposal or handling of Select Agents must be reviewed for comment and instructions. See <a href="http://www.cdc.gov/od/sap/">http://www.cdc.gov/od/sap/</a> for list of Select Agents.</i>
<i>Capital Equipment and other items as specified</i>	<i>OTS Contractor Environment Health &amp; Safety Coordinator</i>	<i>Chemical fume hoods, laminar flow cabinets, biological safety cabinets, equipment containing lasers, and portable electric heaters. (Note: Equipment of checklists have been pre-approved by EHS)</i>
<i>Live animals, rodent sera, rodent-derived products</i>	<i>OTS Laboratory Animal Sciences Program Coordinator</i>	<i>All purchases for live animals, rodent sera, and rodent-derived products must be approved by the OTS Coordinator of the Laboratory Animal Sciences Program for review in compliance with HHS policy.</i>
<i>Capital Equipment, Accountable Property and Sensitive Items</i>	<i>OTS Contractor Property Office</i>	<i>The Property Office reviews purchase request for accountable property items to determine if items are available from excess property. (See Definitions for capital equipment and accountable property and list of sensitive items on Attachment 2)</i>
<i>Capital Equipment</i>	<i>The OTS Contractor Budget/Cost Management Department</i>	<i>The Budget/Cost Management Office reviews Purchase Requests for capital equipment to ensure availability of capital equipment funds (SAIC-Frederick, Inc. and NCI programs only).</i>
<i>Capital Equipment</i>	<i>Building Coordinator</i>	<i>Building Coordinators review purchases of capital equipment to determine adequacy of utility and space requirements. Attach Technical data and/or vendor literature to the Purchase Request.</i>

### **Competition and JOFOC Requirements**

The OTS Contractor is required to use competitive procedures to the maximum extent practicable for all procurements over \$3,000. Program areas must review the marketplace to determine their requirements



## Spending Federal Funds

The first rule of spending federal funds is all responsible vendors must have equal opportunity to the people's money, meaning full and open competition. Requestors have a responsibility to look at all the possibilities, then define requirements and justify limiting competition if some manufacturers/ vendors statements of work do not meet the requestor's bona fide requirements.

Competition without restriction is called full and open competition. Limiting competition may mean 1) restricting award to the approved manufacturer's distributor having the lowest bid or 2) restricting award to one vendor.

When competitive procedures are limited or not used, a justification explaining the situation must be provided by the customer with the PR package. Complete form entitled *Justification for Other Than Full and Open Competition* (Form CG 3).

### Justification for Other than Full and Open Competition (JOFOC)

Federal regulations require requisitions exceeding \$3,000 be competed to the maximum extent practicable. A justification must be submitted to document the decision making process by the requesting program area.

The JOFOC Principle. The JOFOC is a required form to capture information on HOW THE MONEY will be spent, not to justify the need to buy the goods or service. Focusing on this essential distinction will make writing the justification much easier and shorten the procurement processing time. The mission-related component takes care of what is being bought. The procurement and the JOFOC are about how the approved purchase is handled in terms of competition, vendor selection, etc.

A justification listing the requirement, then reviewing each manufacturer/vendor's features against the requirement is required if competition is to be limited or no competition is anticipated. The program area has the right to state their minimum requirements, but also has the obligation to document the pertinent details in the justification.

The importance of providing this information can not be underestimated. Federal government regulations mandate this documentation for other than full and open competition. Providing it with the initial PR package provides the fastest track possible through the entire SAIC-Frederick procurement process.

JOFOC Form. If a requestor determines a bona fide need to restrict competition exists, the (JOFOC) form must be submitted with the PR. (Instructions may be found at - [http://web.ncifcrf.gov/campus/als/downloads/INSTRUCTIONS CG3\\_JOFOC\\_FORM%201.pdf](http://web.ncifcrf.gov/campus/als/downloads/INSTRUCTIONS	CG3_JOFOC_FORM%201.pdf)).

In addition, the [Product Comparison Worksheet](#) and the [Worksheet for Limited Competition](#) form can be used to capture market research by the technical requestor and may be submitted along with the JOFOC form.

## STEP 2. PREPARING PR'S FOR SPECIAL PROCUREMENTS

Because of the special nature and type of work conducted by the NCI, certain products or services require additional information or special steps and approvals. The following instructions are for additional requirements needed for the topics discussed. Attachments may be necessary if the additional required information does not fit in the description field of the PR.

Note: Some categories listed are not handled by the Acquisitions Departments or by a PR, but are included to direct the program areas to the correct process.

<b>ANIMAL PROCUREMENTS FROM ANIMAL PRODUCTION AREA (APA)</b> <i>(Not a Purchasing Function)</i>	
Animals are ordered directly from APA	See APA website for instructions, <a href="http://web.ncifcrf.gov/researchresources/apa/pricelist.asp">http://web.ncifcrf.gov/researchresources/apa/pricelist.asp</a>

<b>BOOKS</b>
<p>If \$3,000 or less, this item can be ordered with a purchase card by an authorized card holder. Every effort should be made to utilize the Purchase Card.</p> <p>Regardless of the mechanism, the following information is required as documentation for property accountability:</p> <p>Complete title and ISBN number Provide any pertinent information e.g. special discounts, special offers or considerations, etc.</p>

### CAPITAL EQUIPMENT PROCESSES

The procurement of [capital equipment](#) has a specific set of processes. A complete PR package must be received by the Purchasing Department in order to begin the procurement process. The requirements follow:

#### Definition of Capital Equipment

Capital equipment is defined as non-expendable equipment with a system acquisition cost of \$5,000 or more and a life expectancy of at least two (2) years.

## Preparing the Capital Equipment PR Package

Complete a Purchase Request listing the items and/or system(s) with a recognizable description. The approval is the person with signature authorization for the total dollar amount for the listed center number. The Deliver-to field refers to the building and room where the equipment will be delivered and used.

**Note:** With the amount of information required for capital equipment purchases, please do not submit other extraneous information. It does not replace required information, and it either impedes the progress of the procurement or does not help.

Information on the PR includes:

- 1) List items and/or systems with a recognizable description and manufacturer's catalog numbers
- 2) PR signature authorization for capital equipment for the listed center number

Information to be submitted as part of the PR package:

1. Product literature – vendor literature of the equipment being requested
2. Quotes - all quotes obtained during market research
- 3) Routing Slip - signed by the appropriate Building Coordinator
- 4) Limiting Competition – a justification is required if competition is to be limited or no competition is anticipated. The Justification for Other than Full and Open Competition ([JOFOC](#)) form CG3, must be completed and submitted with the PR, which documents the facts leading to this conclusion.
- 5) Other forms. Two other forms, the [Worksheet for Limited Competition](#) and the [Product Comparison Worksheet](#) may also be used to capture pertinent market research information.
- 6) Essential features - if limiting to one manufacturer, list those features that determined the decision
- 7) Acceptable manufacturers - list acceptable manufacturers as part of the PR package, if applicable
- 8) Trade-in - for trade-in of government-owned property, indicate the decal number/serial number of the equipment and list the trade-in allowance on the PR.
- 9) Standardized Equipment Checklist – submit appropriate checklist for standardized equipment category form, if applicable (see Campus Forms, ALS)
- 10) Alternate Models for Standardized Equipment – submit justification for equipment if requesting a manufacturer/model other than those on the Standard Equipment Checklist Form (see Campus Forms, ALS for checklists).

## Obtaining Additional Required Signature Approvals

Additional Signature approvals are transmitted via SmartStream workflow for Finance (for SAIC-Frederick, Inc and NCI programs), EHS (when required), C&SS (for IT approvals) and Property approvals.

For those using Distributive Entry, route using the proper workflow code, (see chart below). For those not using Distributive Entry, forward the PR to the Purchasing Department and the requisition will be electronically approved by Finance, EHS, C&SS, and/or Property via workflow.

<b>SMARTSTREAM ONLINE WORKFLOW</b>		<p>Note: Pre-approval obtained via SmartStream electronic routing (Distributive Entry by Program Area or Data Entry by the Purchasing Department).</p> <p>Below is a SmartStream code reference for your convenience. Please double-check spelling and remember to FORWARD the requisition.</p>
<b>CATEGORY</b>	<b>CODE</b>	<b>APPROVING ORGANIZATION</b>
Capital Equipment  Sensitive Property (includes servers)  Chemical Fume Hoods Laminar flow cabinets Portable electric heaters	CAPITAL  PROPERTY  EHS	Finance & Property  Property Department  Environment, Health and Safety
Hard Drives Operating Systems (Windows 7, VISTA, etc.)  All equipment having a computer	<p><b>CSS</b> For Materials &amp; Supplies</p> <p><b>CSSCE</b> For Capital Equipment (Finance) and Sensitive Items (Property)</p> <p><b>CSSNCE</b> For Sensitive items (Property)</p>	Computer and Statistical Services

#### Cancellation and Return of Incomplete PR Packages

Capital equipment purchase request packages received incomplete may be cancelled in SmartStream and returned to the requestor listed on the PR with a [Return of Capital Equipment Purchase Request Form](#) listing the missing information or approvals. An e-mail notification will be sent to the requestor and approver indicating the cancellation of the PR package.

## Capital Equipment Communication Chain

The requestor and approver listed on the PR will receive a status update e-mail as listed below:

Event	Acquisition Action	Program Area Action
PR Received Incomplete in Purchasing	<a href="#">Cancel PR, return package with cover memo to requestor listed on PR with copy to approver listing missing information</a>	Assemble a complete package, forward through all required additional signatures to Purchasing
PR Received Complete and in queue (if needed) for processing	<a href="#">An e-mail will be sent to the PR requestor indicating PR is in line for processing.</a>	N/A
Complete PR package assigned to Buyer for processing	<a href="#">An e-mail will be sent to the PR requestor indicating PR is ready for procurement process.</a>	N/A
Received alternate low bid proposal	<a href="#">An e-mail will be sent to requestor for acceptance or justification</a>	Reply to e-mail
Award made to vendor	<a href="#">An e-mail will be sent to the requestor indicating the order has been placed or the contract has been awarded.</a>	N/A

### CAPITAL EQUIPMENT CONTRACT YEAR END REQUIREMENTS

Proper acquisition planning, cash flow management and sound business practices ensure fiscal responsibility. It is therefore essential to establish complete and distinct year end requirements, timeframes and processes.

### Distribution of Capital Equipment Year End Information

#### Annually In May Timeframe

1. Notification at OTS meeting
2. Notification to NCI Research Facility Administrators (for distribution to AOs)
3. Listed on C&A (ALS) Website
4. Monthly Major Domo
5. Notification to Administrative Directors

## Deadline Date for Complete PR Submission

Under normal, routine year end cycles, the deadline date for receipt of complete requisitions in Purchasing is **COB the third Monday of July**. A normal, routine year is any contract year end that is not the last year of the prime contract; other possibilities could present themselves but would be unique and special communications from NCI would be communicated to the Facility by the OTS Contracts and Acquisitions Directorate.

All PR packages will be handled in the order they are received and assigned to a buyer within two days of receipt once it has been determined that all necessary approvals and documentation are included in the package in accordance with this policy.

## PR SUBMISSION AFTER THE CE DEADLINE DATE

Due to the volume of year-end capital equipment submissions, it is likely that purchase requests received after the deadline date will not be released for processing until after the end of the current contract year.

PR submissions after the deadline date due to emergency delivery requirements prior to the end of the contract year must state these specific requirements on the PR to justify the emergency status.

Capital equipment purchase request packages received after the contract year deadline date will be:

1. checked for completeness
2. entered into SmartStream to commit the funds using the center number listed on the PR
3. placed in the Purchasing queue
4. reviewed for bona fide emergency requirements, and processed accordingly
5. processed in the order entered after those received prior to posted deadline date have been processed

The goal of the Purchasing Department is to issue Purchase Orders or Commercial Contracts by the end of the contract year for all complete capital equipment PR packages received prior to the deadline date as well as any approved late emergency capital equipment submissions.

CASEWORK, LABORATORY
NCI-Frederick has standardized the laboratory requirements for the Facility, and a list of approved models from several manufacturers has been established. Any casework program utilizing the SAIC-Frederick procurement system must complete and submit form <a href="#">CG16</a> with the PR.
The Purchasing Department has established contracts for these procurements. As long as an approved model is requisitioned, the requisition will be processed without further justifications

or competition. Other models may be requisitioned, but will require a justification prior to approval for procurement.

### **CENTRIFUGES, REFRIGERATED BENCHTOP**

NCI-Frederick has standardized the refrigerated benchtop centrifuges requirements for the Facility, and a list of approved models from several manufacturers has been established. Any program utilizing the SAIC-Frederick procurement system must submit completed form [CG15](#) with the PR.

The Purchasing Department has established contracts for these procurements. As long as an approved model is requisitioned, the requisition will be processed without further justifications or competition. Other models may be requisitioned, but will require a justification prior to approval for procurement.

### **COMPUTERS, DESKTOP AND LAPTOP (*PR Required*)**

All laptops and desktop computers (PC and Mac) must be requisitioned on a Purchase Request. These computer systems are **expressly prohibited** from being ordered by program areas using the Purchase Card or Blanket Order processes.

Purchase Requests must be accompanied by a quote from a Manufacturer's Government Website, when applicable. These sites ensure Trade Act compliance and Section 508 compliance in most cases. Please see links below. \*

Security: The change to NCI IT Equipment Acquisition and Delivery process notification from NCI applies to the OTS Contract. Therefore, IT equipment (desktops and laptops) must be submitted by Purchase Requisitions and will no longer be able to be purchased directly from vendors.

This process is required by the NIH Initial Security Configuration Policy (Dec 2008) to provide central purchase approval of all IT equipment to ensure it meets minimum security and set up configuration requirements.

Section 508 Compliance: All Electronic and Information Technology (EIT) procured, maintained, developed or used by the government should be 508 compliant including micro-purchases. If the most compliant product available is not chosen because of other critical factors such as security, undue burden (difficulty/expense), or agency mission; document accordingly.

### **OBTAINING AN E-QUOTE FOR DELL PURCHASE REQUESTS\***

Below is the procedure for creating an e-quote on the [Dell Federal Website](#). An e-quote is **required** as part of the Purchase Request specifically when building a desktop, laptop or server.

To ensure the Purchasing Department orders exactly what is required an e-quote from the federal site **must** be attached to the Purchase Request.

- 1) Go to [www.dell.com](http://www.dell.com)
- 2) Choose Public Sector
- 3) From drop down choose: Federal Government
- 4) Choose Systems at Top; choose your system from drop down
- 5) Customize your system; continue; review summary if needed
- 6) Add to Cart
- 7) Save as E-Quote (do not choose checkout)
- 8) Fill in all "asterisked" information; continue
- 9) The e-quote will automatically be emailed to you and can be attached to your PR or;
- 10) Choose "view e-quote", "detail view" and Choose Print or Email

E-quotes are only valid for 30 days. Please make sure that you are attaching a valid e-quote.

\* Links to manufacturer's government sites and Buy Accessible Wizard

Dell: <http://www.dell.com/us/en/fedgov/df.aspx?refid=df&s=fed&cs=RC1009777>

Apple: <http://store.apple.com/1-800-MY-APPLE/WebObjects/Federal?qprm=52643>

HP: <http://government.hp.com/products.asp?agencyid=0>

Buy Accessible Wizard: <http://www.buyaccessible.gov/> ; a tool for documenting market research on 508 compliance and a listing of 508 compliant products registered by the manufacturer.

## CONSTRUCTION AND ARCHITECT ENGINEERING

The OTS Facilities, Maintenance and Engineering Department (FME) shall provide technical and administrative support to the NCI. Therefore, NCI requirements should be coordinated through the OTS FME.

### Complete PR and Construction Subcontract Attachment

Check for special approvals

☐ If non-competitive- complete JOFOC Form (CG 3)

**Additional Approvals** – A Maintenance Service Request (MSR) shall be prepared and submitted to the NCI Project Officer and the NCI Contracting Officer for conceptual and fiscal approval before ordering supplies or equipment, commencement of any work, or issuance of a solicitation relating to the following:.



- renovation or alteration of facilities
- construction (including Architect & Engineer (A&E) design
- preventive maintenance and repair of facilities estimated to exceed \$50,000 in Materials and Supplies (M&S) or labor, or a combination of M&S and labor

The MSR is prepared and submitted by the OTS Contractor Facilities, Maintenance and Engineering (FME) Department. FME shall show proof of the approved MSR, the conceptual approval, trend reports and fiscal approval with the Purchase Request submitted to the Construction Subcontract Department.

## CONSULTANTS

Consultant agreements are written to obtain specialized knowledge or expertise when it is not available at the NCI-Frederick. These agreements directly engage the time and effort of a subcontractor, whether a person or a company.

See **P&P 509** for policies and **SP D501** for processing a Purchase Request for a consultant.

NOTE: Board meeting participants are no longer handled by a Purchase Request, but by Direct Bill instead.

## CONTROLLED SUBSTANCES

*(Requires Special Approval)*

All purchases for controlled substances for the NCI-Frederick campus site must be approved and controlled by the OTS Controlled Substance Coordinator, [Dr. Raja Sriperumbudur](#), extension 5577. [Dr. Jeremy Smedley](#), DVM, is the Alternate Coordinator.

See <http://home.ncifcrf.gov/ehs/ehs.asp?id=96> for a list of controlled substances and EHS questions and answers.

Complete PR and provide the following additional information:

1. DEA Schedule – 2,2n,3,3n,4 or 5\*
2. Protocol number and intended usage
3. Recipients name\*\*

Use the Routing Sheet to obtain additional approvals:

1. Program Area Drug Control Officer
2. Program Director
3. Biological Safety Officer, EHS

\*Note **DEA List 1 products** are regulated chemicals, not controlled substances, and therefore do not require routing for EHS signature approval.

\*\*If recipient is not already on the Controlled Substance log sheet, training must be completed through the OTS EHS before the order can be placed.

**EQUIPMENT ON LOAN**  
***UPFRONT MEMO REQUIRED***

***(No PR Required, unless freight, shipping, or supply costs required)***

Before a vendor can place a piece of loaned equipment at the NCI-Frederick facility a memorandum must be submitted to the Purchasing Department as soon as the need is known.

Loaned equipment is defined as equipment provided at no cost to SAIC-Frederick/NCI-Frederick regardless of use.

It is not necessary to attach a proposed vendor agreement. The following information must be provided:

- A. Vendor name and contact person
- B. Description of equipment – item name and basic configuration (hardware, software, beta) if detailed specific item number configuration not available yet.
- C. Location for equipment and contact person name, phone and e-mail
- D. Proposed term of the loan (estimate or can be determined later if not known)
- E. Reason for loan and synopsise the research project.
- F. Value of equipment (an estimate is sufficient)
- G. State who pays for expendable supplies
- H. Include PR to cover freight charges or expendable supplies, if applicable

The Purchasing Department will:

- A. Upon receipt of memo, Purchasing will work with vendor and the IP Administrator, Ms. Marianne Lynch, or any other pertinent internal staff to establish a formal Equipment Loan Agreement.
- B. Purchasing can begin negotiations while details (including specific catalog number list) are being worked out.
- C. Purchasing will involve program area contact person as necessary to finalize the agreement
- D. The Purchasing Department will establish an agreement clearly stating that the OTS Contractor is under no obligation to pay for the equipment. This agreement minimizes risk of loss, damage, etc. to the OTS Contractor and the program area. Potential Intellectual Property and other issues are also addressed.

- E. Purchasing personnel and the vendor sign the agreement. Vendor ships the product to the enduser.

Note: Equipment can not be delivered prior to completion of loan agreement by authorized parties from vendor and Purchasing Department, SAIC-Frederick, Inc.

### **ETHANOL (or Ethyl Alcohol)**

Requirements for buying 190 and 200 proof ethanol are different than other lesser percentage alcohols since a federal and state permit is required per location.

The 190 and 200 ethanol can NOT be placed on a purchase card or by blanket order.

Note: Ethanol buys do not need approval from EHS.

1. For 190 or 200 proof (95% and 100%) ethanol:

To order Pharmco product, submit a Central Supply Warehouse requisition for onsite delivery

To order Sigma (or other vendor) product, submit a purchase request to the Purchasing Department.

Offsite deliveries require a separate permit.

2. For other ethanol, such as 70%:

This can be ordered on the purchase card or by blanket order (unless funding is ARRA).

### **SAFETY EYEWEAR *(Not a Purchasing function)***

The OTS Contractor has an exclusive contract for safety eyewear. Contact the EHS Administrator for a *Request for Safety Eyewear Form*. Submit completed request with copy of prescription (less than one year old) to EHS Administrator for approval and schedule information on next Optician visit.

### **SAFETY FOOTWEAR *(Not a Purchasing function)***

The OTS Contractor has an exclusive contract for safety shoes and this is the only source to obtain safety footwear. Contact the Environmental, Health, and Safety Program (EHS) Administrator for a *Request For Safety Shoes Form*. Submit completed request to EHS for approval and schedule information on next Shoe Mobile visit. The Shoe Mobile carries a wide

variety of styles and sizes. In most cases footwear is available the same day.

**Should the contract not fulfill a particular need, a justification must be signed by the program area Manager/Director and submitted to the Purchasing Department for concurrence prior to obtaining by a different procurement mechanism.**

#### **FREEZERS, ULTRA LOW TEMP**

NCI-Frederick has standardized the ultra low temp freezer requirements for the Facility, and a list of approved models for several manufacturers has been established. Any program utilizing the SAIC-Frederick procurement system must complete Form [CG14](#), and send with the PR to the Purchasing Department.

The Purchasing Department has established contracts for these procurements. As long as an approved model is requisitioned, the requisition will be processed without further justifications or competition. Other models may be requisitioned, but will require a justification prior to approval for procurement.

#### **HARDWARE, COMPUTER *(PR Required for hard drives)***

Most computer hardware items do not require a Purchase Request. Details follow:

##### PR required and C&SS approval

Hard drive

##### Items no longer requiring a PR and IT approval:

Multi-function printer (fax/scan/print)

Scanner

Copier

Thumb drive

CD Rom writer (or anything that writes data)

For those items requiring a PR, the Purchasing Department will not be able to procure the product until review has been completed satisfactorily. PRs received in Purchasing without approval by C&SS **will be sent for approval** prior to processing the order.

Please contact the Computer helpdesk, [fredhelpdesk@nih.gov](mailto:fredhelpdesk@nih.gov), if you have any questions.

### HOODS AND SAFETY CABINETS

NCI-Frederick has standardized the biological safety cabinet requirements for the Facility, and a list of approved models for several manufacturers has been established. Any program utilizing the SAIC-Frederick procurement system must complete Form [CG13](#), and send with the PR to the Purchasing Department.

The Purchasing Department has established contracts for these procurements. As long as an approved model is requisitioned, the requisition will be processed without further justifications or competition. Other models may be requisitioned, but will require a justification and additional approvals by EHS and/or FME prior to approval for procurement.

All purchases for chemical fume hoods and laminar flow cabinets must be approved by EHS prior to order being placed.

In accordance with NCI-Frederick policy, ductless fume hoods are explicitly prohibited. For additional information, please see [http://home.ncifcrf.gov/ehs/uploadedFiles/C-13\\_Lab\\_Ventilation\\_Mgmt.pdf](http://home.ncifcrf.gov/ehs/uploadedFiles/C-13_Lab_Ventilation_Mgmt.pdf) and/or contact Theresa Bell, EHS, extension 5038.

### HUMAN SUBJECTS

Any research activity conducted at NCI-Frederick involving **living, identifiable** human subjects shall commence only with Institutional Review Board (IRB) approval or when exemption from this requirement has been received from the NIH Office for Human Subjects Research (OHSR) through the Office of Scientific Operations, NCI-Frederick, or the appropriate division office.

See Administrative Handbook SP I002 *Research Involving the Use of Human Subjects* for procedures.

Submit a PR for research activity involving living, identifiable human subjects and route through the CMRP Program Office, Attn: Craig Gladden for review prior to submitting to the Purchasing Department.

For questions, please contact, [Craig Gladden](#) or extension 5474.

### INCUBATOR, CO2

NCI-Frederick has standardized the CO2 incubator requirements for the Facility, and a list of approved models for several manufacturers has been established. Any program utilizing the SAIC-Frederick procurement system must complete Form [CG17](#), attach to the PR, and send the

package to the Purchasing Department.

The Purchasing Department has established contracts for these procurements. As long as an approved model is requisitioned, the requisition will be processed without further justifications or competition. Other models may be requisitioned, but will require a justification prior to approval for procurement.

### **LABORATORY SERVICES**

Complete PR and provide the following additional information:

1. Detailed description of service needed (antibody production, custom libraries, labeling of probes, etc.)
2. Describe the information or material to be transmitted to the subcontractor
3. Describe the end product or test results to be received and method of receipt (e.g. through Receiving, mail, e-mail, pickup, etc)
4. Any other pertinent information, such as prior arrangements and discussions

Note: After obtaining authorization, the requestor must complete the Request for Shipment Form.

### **LABORATORY SUPPLIES**

Blanket Purchase Contracts have been established for laboratory supplies, apparatus, glassware, chemicals, and reagents which allow for faster delivery. Requesters are required to check the vendor catalogs for the vendors listed below.

1. VWR Scientific Company (large business)
2. Thomas Scientific (small business)

Blanket orders may be placed by the program areas, or purchase requests may be submitted providing the following information:

vendor name  
catalog number  
item description  
quantity needed

***(Vendor catalogs are available from the Central Supply Warehouse upon request.)***

A PR submitted for these categories of items from vendors other than the contract vendors will be cross referenced against the established contracts. If the item under the subcontract is

different than requested, the requester will be notified for approval prior to placing the order. Otherwise, the order will be placed without notice.

#### **LAUNDRY SERVICE FOR LAB COATS (*Not a Purchasing function*)**

Laundry services are provided through a contract issued by the Army. All questions concerning laundry service should be directed to: Cindy McNamara at the Jeanne Bussard Workshop at 301-663-9588 or Richard Nease at the USAG at 301-619-0029.

#### **MANUSCRIPT FEES (*Not a Purchase Request*)**

If \$3,000 or less, this item can be ordered with a purchase card by an authorized card holder. Every effort should be made to utilize the Purchase Card.

Otherwise, see Account Payable [Direct Pay](#) process.

#### **MATERIAL TRANSFER AGREEMENTS (MTA) (*Not a Purchasing function*)**

Some materials (cell lines, mice, etc.) are not available to purchase; instead, the supplier transfers the material to us under the terms of a Material Transfer Agreement (MTA) whether ordered online or by a formal agreement.

Contacts for questions: Technology Transfer Branch (TTB), x5465, for NCI investigators; Marianne Lynch, x6308, for SAIC-Frederick investigators; Accounts Payable, x5638, for [Direct Payment](#).

**Note:** Accounts Payable only arranges for the payment and does not place the “order”.

Payments to suppliers of materials obtained through Material Transfer Agreements whether ordered online or by a formal agreement, are handled by utilizing either 1) the procurement card process or 2) a [direct payment](#) form that is sent to Accounts Payable to cut a check. The MTA [Direct Payment](#) Form is located on the NCI-Frederick Campus Forms webpage, <http://www.ncifcrf.gov/campus/als/forms.asp> and then click on ALS. Information and instructions for the form are provided on the second page for your convenience.

### MEMBERSHIP FEES *(Not a Purchase Request)*

If \$3,000 or less, this item can be ordered with a purchase card by an authorized card holder. Every effort should be made to utilize the Purchase Card.

Otherwise, see Account Payable [Direct Pay](#) process.

### OFFSITE DELIVERIES

Packing slips for deliveries made to locations other than the main Fort Detrick site must be legibly signed and submitted to the Receiving Department, Building 1050, faxed to 301-846-6657 or scanned to [lcasley@ncifcrf.gov](mailto:lcasley@ncifcrf.gov), within three business days.

The requisitioning program area is responsible for ensuring the paperwork is obtained and forwarded within this timeframe.

### RADIOISOTOPES

*(Requires Special Approval)*

Complete PR and provide the following additional information:

1. Radiation Program number
2. Use GL/Item number 5440-1000000
3. Requestor name (requestor must be trained and listed on radiation program number on PR)
4. Provide compound, isotope, size, and quantity

Approval will be by SmartStream electronic routing only, either by the program area if utilizing Distributive Entry or by the Purchasing Department prior to placing order – Do not use the Routing Sheet

*The Radiation Safety Office approval schedule is 10am, 11am, 1pm, 2pm and 3:30pm. Orders requiring next day delivery to the NCI campus must be approved **no later than 3:30pm**, one working day prior to the required delivery date.*

***Emergencies after 3:30pm:*** Requestor shall call the Purchasing Dept. (ext. 1130) to inform Purchasing that a late request is being faxed or entered as a Distributive Entry. Purchasing will request a special approval from the Radiation Safety Office and do their best to accommodate the emergency request. The emergency status is crucial to the efficient processing at the NCI-Frederick for NRC compliance purposes and is not related to the vendor's ordering time schedule.



### REBATE OFFERS

The customer may apply for the rebate directly from the vendor. The check should be made payable to SAIC-Frederick, Inc. if at all possible. If the check has to be made payable to an individual, it must be endorsed upon receipt to the NCI-Frederick. The check should be forwarded to Accounts Payable, indicating the cost center to be credited.

NOTE: Rebates are encouraged; however, no employee may take personal advantage of any rebates.

### RELOCATION OF EQUIPMENT *(Not a PR)*

To have a vendor facilitate the relocation of NCI-Frederick decaled equipment, it is necessary to complete a [Request for Vendor Service \(RVS\)](#) form on the Campus web page under Forms for ALS. Note: A PR is not the appropriate mechanism.

Using this procurement mechanism enables Purchasing to coordinate the service maintenance, warranty, and location records with the vendor.

Complete the form and fax with vendor quote and all relevant information concerning the move, such as time estimate, locations, etc. Fax to the Equipment Maintenance Team, x6154

As with repairs of equipment, any PR needed is created by the EM team. Questions may be addressed with the EM team, x5040, or x5642; FAX: x6154.

### REPAIR OF EQUIPMENT *(Not a PR)*

The [Request for Vendor Service](#) (RVS) form is located on the Campus web page under Forms for ALS, and is used for time and material repairs, maintenance service contracts and repairs, and warranty service and repairs.

If equipment is going to be shipped to the vendor for repair make certain that the "shipping info" section of the RVS form is complete and provide copies of any paperwork received from the vendor.

Fax the RVS form to the Equipment Maintenance (EM) team to initiate a service call.

If equipment is covered on a maintenance service contract or is under warranty, the end user may initiate a service call and fax RVS form to the EM team after service call is completed. This scenario is frequently appropriate, especially calls that are initiated with the technical services department.

All Time and Material repairs must be initiated by the EM team. Any PR needed is created by the EM team. Phone: x5040, x5642 FAX: x6154

#### REPRINTS

***If \$3,000 or less, this item can be ordered with a purchase card by an authorized card holder. Every effort should be made to utilize the Purchase Card.***

Complete PR and provide the following additional information:

1. Vendor's complete name, address, telephone number,
2. Any known additional charges, such as author alterations, page or color charges, etc.
3. Manuscript number (if available)
4. Copy of reprint order form and all price lists
5. Number of pages in article (even if page charges do not apply)

***If vendor requires that the order form be returned by a specific date, do the following:***

Fill out the order form\*

Make a copy for the order form

Mark it "copy" and attach to purchase request

Send original to vendor

\*Ship To: NCI Frederick,  
Bldg. 1050, Boyles St,  
Frederick, MD 21702-1201  
Attn: PO#

\*Bill To: SAIC-Frederick, Inc.  
P.O. Box B,  
Frederick, MD 21702-1201  
Attn: PO#

#### RESEARCH

Procuring research requires substantially more planning and information on the part of the customer as well as adding time before award due to the complexities of the procurement process. Complete PR and Attachment form for Research Subcontracts and submit to C&A Purchasing, Building 1050.

RETURNING ITEMS		
The following are the procedures to return supply items received damaged, shipped incorrectly, ordered incorrectly or not acceptable:		
Reason	Time Discovered After Delivery	Do the Following
Damaged or Shipped Incorrectly	Within 10 working days	Contact the Receiving Department at X1172
Damaged or Shipped Incorrectly	After 10 working days	Contact the Contract Specialist/Buyer that issued order/subcontract
Ordered Incorrectly or Not Acceptable	Anytime	Contact the Contract Specialist/Buyer that issued order/subcontract
<p><b>DO NOT</b> – set up for return with the vendor. C&amp;A personnel will coordinate the return. Should the return be deemed necessary through discussions with the vendor’s technical services department, the requestor must forward all pertinent information to C&amp;A so the appropriate changes for the return and any replacement item can be made in the MIS. This step is important to enable the timely delivery of the replacement item to the program area upon receipt in the Receiving Department.</p> <p><b>NOTE: See Blanket Order &amp; P-Card Manuals for applicable instructions for handling returns.</b></p>		

ROTOR INSPECTIONS, CENTRIFUGE <i>(Not a PR)</i>
<p>The <a href="#">Request for Vendor Service</a> (RVS) form is located on the Campus web page under Forms for ALS, and is used for rotor inspections. Please indicate the number of rotors to be inspected and the model numbers.</p> <p>Fax the RVS form to the Equipment Maintenance (EM) team to initiate a service call.</p> <p>All services to equipment must be initiated by the EM team. Any PR needed is created by the EM team. Phone: x5040, x5642 FAX: x6154</p>

<b>SELECT AGENT</b> <i>(Requires Special Approval)</i>
<p>Any acquisition that requires the delivery, shipping, disposal or handling of hazardous waste, dangerous chemicals, hazardous equipment, or pollutants must be reviewed by the OTS Biological and Laboratory Safety Officer prior to the submission of a PR. (See <a href="http://www.cdc.gov/phpr/dsat.htm">http://www.cdc.gov/phpr/dsat.htm</a> or list of select agents.)</p>

Complete PR and submit with Routing Sheet to EHS for approval

**NOTE:** Items MUST be delivered initially to EHS, Biological and Laboratory Safety Officer, who will contact and transfer item to requester upon receipt.

## SERUM

Blanket Purchase Agreements. When there is an anticipated need for more than 20 bottles of Serum, the procurement should be handled using the available Blanket Purchase Agreements as follows:

1. Atlantic Biologicals
2. Hyclone
3. Gemini Bio-Products
4. Lonza Walkersville

Purchase Request. A PR may be used if the Blanket Purchase Agreements are not an option. The PR should include all the information below:

1. The list of vendors you would like to test
2. Provide size and sample required to test (50ml, 100ml etc.)
3. Provide number of samples you wish to test (1-2 samples from each vendor)
4. State glass or plastic bottles
5. State hemoglobin level
6. State endotoxin level
7. State if sera should be heat inactivated
8. Give cell lines
9. State if foreign or domestic material is used
10. Give quantity and size of bottles to be reserved during testing
11. State approximately how long testing is required
12. Indicate frequency of delivery and approximate number of bottles per delivery (if one-time delivery of all materials – indicate where sera is to be stored; either \*Central Repository or other laboratory)
13. Provide other pertinent criteria

**\*\*Obtain approval by LASP Coordinator for rodent sera**

**NOTE:** If sera are to be stored in the Central Repository Wedgewood Facility, notify them when shipment is to be expected and the storage temperature.

**Selecting the vendor:** choosing other than the lowest bid requires a memorandum justifying the reason for the selection. Detail the negative repercussions if low-bid item were used. Include test results substantiating justification.

## SERVICE MAINTENANCE AGREEMENTS (*Not a PR*)

Service maintenance agreements are issued annually for the maintenance and repair of equipment. The OTS Contractor will notify the program area of equipment that is or should be covered by a service/maintenance agreement. Items requiring maintenance must have a completed "[Service Contract Addition Form](#)" found at <http://www.ncifcrf.gov/Staff/Forms/> and send to the Purchasing Department (Bldg #1050). The Purchasing Department initiates the purchase request. If it is determined a new contract is necessary, the requester will be notified of the vendor, purchase order number, and cost.

**NOTE:** Services must be set up for ONE YEAR at a time charged to the contract year in which the service begins (no allocation between years for those agreements where service overlaps into separate contract years).

Any option year exercised for subsequent services must be charged to the contract year in which the service begins for each option year.

Prepayments may be made in advance for one year only, but no earlier than 30 days prior to the start of the service.

Contact the SAIC-Frederick Controller, [Kathy Hoffman](#), or extension 5989 with any funding questions.

## SOFTWARE SUPPORT SERVICES

Software Support Services must be set up for ONE YEAR charged to the contract year in which the service begins (no allocation between years for those agreements where service overlaps into separate contract years).

Any option year exercised for subsequent services must be charged to the contract year in which the service begins for each option year.

Prepayments may be made in advance for one year only, but no earlier than 30 days prior to the start of the service.

Contact the SAIC-Frederick Controller, [Kathy Hoffman](#), or extension 5989, with any funding questions.

## SOFTWARE *(PR Sometimes Required)*

Software other than Microsoft and Adobe products must be requested on a PR and routed through C&SS. Details follow:

Microsoft and Adobe Products – no PR

Other operating Systems (Windows7, VISTA, etc.) – PR required

Non-operating system updates and upgrades to existing software – no PR

Non-operating system additional software licenses – no PR

The Purchasing Department will not be able to procure software until review has been completed satisfactorily. PRs received in Purchasing without approval by C&SS **will be sent for approval** prior to processing the order.

Please contact the Computer helpdesk, [fredhelpdesk@nih.gov](mailto:fredhelpdesk@nih.gov), if you have any questions

## SUBSCRIPTIONS

If \$3,000 or less this item can be ordered with a purchase card by an authorized card holder. Every effort should be made to utilize the Purchase Card.

If vendor does not accept credit card and not thru a Subscription Agency, see Accounts Payable [direct payment process](#).

The process for subscriptions placed through the Subscription Agency (currently Blackwell's) will continue as always with a purchase request.

### Subscription Agency

The OTS Contractor in most cases uses a subscription agency to coordinate and consolidate subscriptions and journals (except membership subscriptions). However, if the Purchasing Department determines that the subscription is not available from the agency or it is more cost effective to order directly from the publisher, a separate order is written.

Complete PR and provide the following information:

- Journal name

New Subscriptions with Subscription Agency	<ul style="list-style-type: none"> <li>• Publisher</li> <li>• Price</li> <li>• Users name and location for mailing the subscription.</li> </ul>
Transfer to Subscription Agency	<ul style="list-style-type: none"> <li>• Same as above but add renewal notice or copy of the mailing label from the journal</li> </ul>

TRADE-IN OF EQUIPMENT
<p>The Purchasing Department will obtain the purchase market value for the equipment or the component to determine if trading in the equipment is in the best interest of NCI. An administrative determination is sent to the NCI by Purchasing, approval of which allows SAIC-Frederick to release the equipment from the property records. Purchasing then completes procurement of the new equipment, which includes a trade-in allowance for the equipment being returned.</p>

TRAINING
<p>Only custom training courses developed from customer specifications are purchased by the Acquisition Departments on a Purchase Request.</p> <p>Name and brief description of training for which the request has been submitted with costs, dates, and number of attendees.</p>

UNIFORMS
<p>Submit PR with a completed <a href="#">Uniform Specifications</a> Form</p>

WARRANTY EXPIRATION
<p>The C&amp;A Property Database contains the warranty expiration date for equipment. Each quarter the Purchasing Equipment Maintenance Team extracts the warranties that will expire in the next three months and sends this information to the Property Control Officer (PCO). The PCO or other authorized representative from the Program Area must determine if a service contract is necessary. To make this determination, reference the OTS Contractor Scientific and Support Equipment Service Contract Policy.</p>

### **WATER SERVICES (DEIONIZER EXCHANGE)**

Complete PR and provide the following information:

1. Note if regular 6 mo regeneration or emergency
2. Indicate if light is out on system (indicating nonfunctional system)
3. Provide vendor account number
4. Provide date of last service call

Fax PR to x5311.

### **STEP 3. SUBMIT PURCHASE REQUEST PACKAGE TO THE PURCHASING DEPARTMENT**

The PR, applicable justifications, and any additional information are sent to the Purchasing Department as a single point of entry. The Purchasing Department reviews each request and determines the appropriate Acquisition Department responsible for completing the action. The Purchasing Department will either retain the PR for action or forward it to Construction or Research Subcontract Departments within 24 hours of receipt.

The PR may be sent 1) electronically by SmartStream Distributive Entry workflow, or in paper form by interoffice mail, fax or hand carried.

The codes entered on the Distributive Entry PR for electronic approvals using workflow follow:

<b>SMARTSTREAM ONLINE WORKFLOW</b>		Note: Pre-approval obtained via SmartStream electronic routing (Distributive Entry by Program Area or Data Entry by the Purchasing Department).  Below is a SmartStream code reference for your convenience. Please double-check spelling and remember to FORWARD the requisition.
<b>CATEGORY</b>	<b>CODE</b>	<b>APPROVING ORGANIZATION</b>
Capital Equipment	CAPITAL	Finance & Property
Sensitive Property (includes servers)	PROPERTY	Property Department
Chemical Fume Hoods Laminar flow cabinets Portable electric heaters	EHS	Environment, Health and Safety



Radioactive Materials	SAFETY	Environment, Health and Safety
Hard Drives Operating Systems (Windows 7, VISTA, etc.)	<b>CSS</b> For Materials & Supplies	Computer and Statistical Services
All equipment having a computer	<b>CSSCE</b> For Capital Equipment (Finance) And Sensitive Items (Property)	
	<b>CSSNCE</b> For Sensitive Items (Property)	

## Procurement Mechanisms

All three OTS acquisitions departments have existing subcontracts and agreements for goods and services established for repetitive needs. These existing subcontracts and agreements are negotiated with vendors to establish “accounts” that allow faster ordering procedures and turn around time. While most of these existing subcontracts and agreements are issued by the Purchasing Department, they are also awarded by Construction Subcontracts and Research Subcontracts for specific projects and programs.

### **Blanket Purchase Agreements (BPAs)**

The Acquisitions Departments establish contracts with vendors for goods and services for a specific term, usually per contract year. Program Area staff trained in the blanket order program may then place orders directly with the vendor for the goods or services described on the BPA in accordance with the terms of the contract. The goods/services and any terms of the contract are listed in the comment section of the blanket order listing.

Existing BPAs. For a list of existing subcontracts or agreements issued by the Acquisitions Departments see <http://www.ncifcrf.gov/campus/als/general.asp> and click on “Blanket Orders List.” This list is continuously updated therefore note the date on the listing when using as a reference.

New BPA. A BPA can be established for departments having repetitive needs. A BPA can be awarded to a vendor establishing a contract for a specified statement of work for supplies or services. Authorization for making the actual individual purchases can be granted to the customer. Funds are not committed until the actual order (blanket release) is issued to the vendor.

Requests to establish a BPA may be submitted on an email and must contain the following information:

1. Describe items or services needed, including manufacturer catalog numbers.
2. Provide non-competitive justification or a list of suggested vendors

3. Provide estimated annual dollar amount or estimated usage as currently anticipated
4. Provide contact person, phone, e-mail information for questions

**Program area personnel receive training provided by the Purchasing Department allowing end users to place non-complex orders. Two mechanisms are the blanket purchase orders and purchase cards.**

Blanket Purchase Orders and Purchase Cards: Authorized customers may place orders against existing contracts and other agreements or make buys with a purchase card. To obtain authority to issue orders or obtain a purchase card see the [Who to Call List](#). The [Blanket Order and Purchase Card Training Manuals](#) are available for your review prior to training.

Procurements of \$1,000 or less: All procurements \$1,000 or less not requiring additional signatures or approvals should be ordered utilizing the purchase card if a blanket purchase agreement is not available. If a streamlined process is not available for the particular procurement, a Purchase Request may be submitted to the Purchasing Department listing the reason for the requisition necessity. In the absence of a documented reason, an e-mail or telephone notification (the same day as PR receipt in Purchasing) is made to the requestor/contact person listed on the PR indicating that the PR may be returned unless Purchasing was contacted to discuss further.

Payment of Fees / Direct Payments: A Direct Payment mechanism is administered by the Accounts Payable Department for payment of fees, such as membership fees, etc. Since these payments are not procurements, a purchase request is not the appropriate mechanism. The Direct Payment form and procedure is available at <http://home.ncifcrf.gov/saic/bpdocs/>.

### **Checklists for Equipment Categories**

To expedite equipment procurements for categories commonly used by the Facility, requirement type contracts have been established for multiple manufacturers. Checklists are established as forms listing the models and costs.

The models for each category are provided on a checklist form, found on Campus Forms at <http://www.ncifcrf.gov/campus/als/forms.asp>. Attach the form to the Purchase Request and competition requirements will have been met. NOTE: Models other than those listed on the form will require a justification explaining the specific requirements that are not met by the contracts.

### **Brand or Equal**

Brand or Equal requirements may be used for competitive procurement of items. The requestor specifies the manufacturer and model that best fits the requirements, and lists those features that determined the selection. These features become the salient characteristics.

To ensure proper competitive analysis, it is essential to clearly identify the specific item named by brand(s) and its salient characteristics. This information becomes the criteria against which alternate products are assessed. Details follow:

1. Complete common identification of the item
2. Applicable model, make, or catalog number for each brand name product referenced, and identifying, if applicable, the commercial catalog in which it appears
3. Name of manufacturer, producer, or distributor of each brand name product referenced (address and phone number if company is not well known)
4. All salient characteristics of the brand name product or products which have been determined by the requestor to be essential to meet the minimum physical and/or functional requirements.

The vendor proposal shall meet those salient characteristics in order to be considered responsive. Any proposal not meeting the criteria will not be considered for an award.

## ACQUISITIONS DEPARTMENTS

### *The OTS Contracts and Acquisitions Directorate*

The Contracts and Acquisitions Directorate (C&A) provides all purchasing, subcontracting, receiving, warehousing, distribution, and transportation services for the NCI Frederick operations and specific subcontracting support for the NCI, Bethesda, the National Institute for Allergies and Infectious Diseases, and other Institutes. C&A contains the following three acquisition departments:

ACQUISITIONS DEPARTMENTS	
<b>Purchasing</b>	<b>The Purchasing Department is responsible for the acquisition of all commercially available products, lab testing services and the service maintenance for the equipment.</b>
<b>Construction Subcontracts</b>	The Construction Subcontracts Department is responsible for all Construction and Architect & Engineering (A&E) subcontracting.
<b>Research Subcontracts</b>	The Research Subcontracts Department procures goods and services to support research and development activities of NCI. They are also responsible for all commercial acquisitions for services and consultant agreements.

## POINT OF CONTACT MATRIX

The following chart lists the Management Support for the Contracts and Acquisitions Directorate (C&A).

MANAGEMENT SUPPORT	NAME AND PHONE
OTS Technical Support - OTS technical experts support the Government's needs and coordinate the procurement and/or logistics requirement.	TBD By Program
Purchasing Department Manager -Donna Follin	846-1124
Construction Subcontracts Department Manager - Chad Hildebrand	846-5422
Research Subcontracts Department Manager - Greg Davis	228-4011
Logistics Support Department Manager – Byron Bowie	846-1159

For information on a particular type of procurement handled by the Purchasing Department, see the [Who to Call List](#)

## The Responsibilities and Objectives of the Acquisition Staff

The Acquisitions Staff is responsible for selecting the most efficient and cost effective method of procuring supplies and services while following the “spirit and intent” of the Federal Acquisition Regulation (FAR). To that end the procurement methods used are intended to satisfy the customer in terms of cost, quality, and timeliness of the delivered product or service. The OTS Contractor uses the FAR principles to accomplish these objectives by maximizing the use of commercial products and services, using proven subcontractors, promoting competition, minimizing administrative operating costs and conducting business with integrity, fairness and openness.

**The Contracting Team** - Successful contracting in a large organization requires the coordination and cooperation of many players. The following are the major participants in the acquisition process:

CONTRACTING TEAM DUTIES AND RESPONSIBILITIES	
<b>Acquisition Department Managers</b>	The Acquisition Department Managers for Purchasing, Construction and Research Subcontracts are responsible for managing the day to day operation of their respective functional areas and providing technical leadership to staff members.
<b>OTS Contracting Officer</b>	The OTS Contracting Officer is the <b>only</b> official authorized to make purchases and enter subcontracts on behalf of the OTS Contractor
<b>Government Project Officers</b>	Project Officers are NCI technical or scientific personnel who have been assigned to oversee an approved project.
<b>OTS Contracting Officer's Technical Representative (COTR)</b>	The OTS Contracting Officer's Technical Representative (COTR) is the technical expert who is designated by the OTS Contracting Officer to assist in monitoring and administering the technical aspects of the subcontract. The COTR also coordinates the procurement requirements with the NCI Project Officer and the appropriate OTS Acquisition Department for complex procurements or when required.
<b>*Subcontract Specialists</b>	The Subcontract Specialist is responsible for pre-award and post-award functions for a variety of contract types within Construction

	and Research Subcontracts Departments. Supervisory Subcontract Specialists also serve as OTS Contracting Officers.
<b>*Buyers</b>	Senior Buyers and Buyers are responsible for procurements for services and supplies at all dollar levels, risk and complexity within the Purchasing Department.
<b>*Order Clerks</b>	This position procures general materials and supplies under the direction of the buying staff and various administrative and data entry functions.

\*These positions are responsible for working directly with the customer in fulfilling purchase requests and providing advice and guidance throughout the procurement process.

## The Major Steps and Timetable for the Procurement Process

The following chart represents the major steps for the procurement process for new orders or subcontracts, the person responsible for the action, and the average time for completion.

ACTION	RESPONSIBLE PARTY	*	**
Identify Government's Requirements	NCI Project Manager	N/A	N/A
Provide Technical Support to NCI Project Manager, Conduct Market Research, Develop Purchase Requisition and Coordinate with Procurement Department	OTS Technical Expert	N/A	N/A
Conduct Market Research	OTS Technical Expert	N/A	N/A
Develop Purchase Requisition with input from NCI Project Manager	OTS Technical Expert	N/A	N/A
Obtain Special Pre-Approvals	OTS Technical Expert	N/A	N/A
Coordinate with Procurement Department	OTS Technical Expert	N/A	N/A
Review Purchase Request for Sufficiency	Buyer/Subcontract Specialist	1-2	3-5
Develop Acquisition Plan (>\$150K)	Subcontract Specialist/OTS Technical Expert	N/A	5-7
Obtain all reviews and approvals including Subcontract Review Board when > \$550K	Buyer/Subcontract Specialist	1-3	15-20
Post procurement to advertise opportunity >\$25K	Buyer/Subcontract Specialist	15	15
Review of solicitation and proposal submission for Commercial Products >\$150K and Construction and Research Subcontracts	Subcontractor	30	30
Receive and analyze proposal for technical acceptability and cost/price reasonableness for commercial products and non-competitive subcontracts	Buyer/Subcontract Specialist/OTS Technical Support	1-5	7-15
Receive and analyze proposal for technical acceptability and cost/price reasonableness for competitive Construction and Research Subcontracts	Subcontract Specialist/OTS Technical Support	N/A	30-90
Prepare acquisition summary with negotiation objective and negotiated agreement demonstrating cost/price	Buyer/Subcontract Specialist	1-3	5-7

reasonableness			
Coordinate all aspects of pricing and Terms and Conditions with all affected parties	Buyer/Subcontract Specialist	1-5	3-5
Obtain Internal CRB > \$550K and Risk Management Review >\$1M and NCI Contracting Officer Approval if required.	Buyer/Subcontract Specialist	N/A	5-10
Advanced Notification to Subcontract \$150K & Modifications >\$150K	Buyer/Subcontract Specialist	7	7-10
Award	Buyer/Subcontract Specialist/OTS Contracting Officer	1-3	3-5

Note: The average days from receipt of purchase requisition to award is based on normal workload for individual procurement personnel.

\* Average Time to Complete Action in Purchasing Department

\*\* Average Time to Complete Action in Subcontract Departments (days are cumulative)

In addition, the prime contract specifically requires authorizations for certain procurements prior to order placement or making an award.

### **Contracting Officer's Authorization (COA) Prior to Award**

COA is the obligatory process of obtaining approval by the NCI Contracting Office prior to making award/placing order for some procurement actions. The following types of actions shall be sent by the appropriate C&A Acquisitions Department to the NCI Contracting Officer for consent prior to award:

- Purchase or lease of real property or any interest therein;
- Any subcontract requirements for facilities renovation, alteration, repair, maintenance, construction, or Architect-Engineer (A-E) consultant services related to facilities shall be submitted immediately prior to award when the proposed subcontract (or delivery order under a subcontract) amount exceeds that which can be reasonably managed within the total fiscally approved (or concept approved in the case of A-E/consultant services) project budget. In addition, modifications to the foregoing types of subcontracts shall be submitted immediately prior to award when the amount of the modification to the particular subcontract exceeds either \$50,000 or the cumulative amount of all modifications exceed 10% of the original subcontract amount. Any modification to an approved subcontract that will cause the subcontract amount to exceed the MSR ceiling for the project shall also be submitted;
- Foreign and legal services subcontracts; (see FAR 52.244-2)
- Any requirements for advisory and assistance services and any consultant agreements (excluding A&E services referenced above) for which costs will be

incurred under this contract, or any use of SAIC-Frederick, Inc. personnel in an advisory or assistance service capacity (see OTS Contract B.4.a.(5));

- Awards to the Contractor's (SAIC-Frederick, Inc.) or its parent (SAIC Corporate) organization or other NCI-Frederick contractors. This includes all businesses in which these organizations are known to have an interest, including but not limited to affiliates and subsidiaries. In addition, all bids, proposals, or quotations received in connection with a particular solicitation or negotiation where an NCI-Frederick Contractor has submitted a bid, proposal, or quotation shall be submitted to the NCI-Frederick Contracting Officer for opening;
- Any sale/barter of supplies or services generated under this contract;
- The acquisition by lease or purchase of any motor vehicle;

The costs for these items or activities shall be unallowable as direct costs unless authorized by the Contracting Officer.

## **Procurement Process by the Purchasing Department**

After receipt of a complete purchase request package, the buyer initiates the proper steps to begin the procurement process, which can include some or all of the following:

1. Obtaining vendor data for proper processing (for federal vendor status, contract department and invoicing info, etc.)
2. Obtain current quotes, solicit verbal bids
3. Prepare solicitation (SCO)
4. Post on FedBizOpps and FDBDO.
5. Prepare Bid Sheets to analyze responsiveness to statement of work, pricing and other stated criteria, etc.
6. Negotiate terms and conditions, pricing, availability, etc.
7. Ensure price reasonableness, either by competition or price analysis
8. Discuss with Program Area for clarification or to review written memo for any alternate bid
9. Ensure completion of other criteria, such as subcontracting plan information, certificate of insurance, green product, etc.
10. Prepare award document (SCO or purchase order), complete procurement checklists
11. Place order with vendor and send information as necessary to Finance, Property, etc.

## **Capital Equipment Processes and Goals**

### **Standards**

1. Purchasing's goal is to issue Purchase Orders for all PR packages submitted by the deadline date before year end that include all required approvals and documentation as noted above
2. Purchasing will send status update when PR package given to Buyer
3. Purchasing will send status update when PO is placed
4. Purchasing will return incomplete packages to requestor
5. Purchasing will only commence procurements for complete PR submittals
6. All purchase requests issued after the deadline date will be entered into SmartStream which commits the funds to the current fiscal year
7. Purchasing will work with the Building Coordinator and the Program Areas to award and have delivery coordinated to the maximum extent
8. Purchasing will not obtain required signatures or required documentation for requestor

### **Capital Equipment Responsibilities**

#### **Scientific Program Area Responsibilities:**

1. Ensure there is adequate space for the equipment either in the laboratory at the time or placed in the very near future
2. Provide all information concerning equipment and delivery requirements to administrative area and ultimately Purchasing to facilitate a streamlined procurement process
3. Submit all initial quotes obtained as part of market research
4. Submit the completed Checklist form for standardized equipment, such as Biological Safety Cabinets
5. Justify and submit any request for limiting competition with the initial PR information
6. Provide justification for any expedited and/or emergency delivery requirements with the initial information
7. Notify the administrative program area staff of any change in delivery requirements

#### **Administrative Program Area Responsibilities:**

1. Obtains all required information and approvals for a complete PR package
2. Ensure all additional approvals are obtained
3. List the correct funding year according to the above funding criteria
4. Notify the Purchasing Department in writing of any change in delivery requirements

#### **Purchasing Responsibilities:**

1. Verify all required signatures prior to commencing the procurement
2. Return requisition packages to requestor that do not contain all required information and approvals



3. Conducts procurements in accordance with all federal requirements, terms and conditions of the prime contract utilizing best business practices and the highest ethics standard
4. Process procurements in order of receipt of complete package, taking into consideration the bona fide delivery requirement time or any adjusted time requirement
5. Route request for additional funds through Finance for approval if needed
6. Processes all necessary documents for items to be returned to vendors for credit and/or replacement (includes Administrative Determination Letter for trade-in of equipment prior to award)

## Responsibilities of the Routing Approval Signatory

### Building Coordinator

1. Ensure proper facilities for equipment in designated location of equipment
2. Consult with EHS, FME, and/or Space Coordinator to ensure adequacy of space and safety of item prior to approving requisition for capital equipment
3. Notify the Purchasing Department of any change in renovation or construction schedule that appreciatively alters the delivery status of the equipment

### Property Department

1. Ensures property accountability of capital equipment items
2. Determines if items are available from excess property

### EHS

1. Ensure adequacy of space and safety of item
2. Works with Program Area and Facility Manager to determine appropriate equipment
3. Maintains a list of approved models for certain equipment categories, such as biological safety cabinets. If using a Checklist, no additional approval required per procurement.

### Finance

1. Ensures sufficient funding for the procurement
2. Ensures existing center number for capital equipment for program area
3. Provides budgetary guidance to program areas including appropriate fiscal year allocation.

**Note:** Some equipment procurements require a review by FME to determine fitness for use in the destination area. Examples of fitness are: weight-bearing load, water usage, electrical requirements, new startups that may affect the HVAC system, etc. This review is conducted between FME and the Acquisition Department during the procurement process.

## **ADDITIONAL INFORMATION**

Important information follows that relate to how procurements must be handled from purchase request through the closure of the purchase order.

### **PROCUREMENT AUTHORITY AND DELEGATION**

There are three procurement mechanisms – Purchase Request (PR), Blanket Purchase Agreement (BPA) with blanket order releases, and the Purchase Card (P-card). The rules for the buys are consistent across all three mechanisms (if not restricted in the procedures for some reason, such as capital equipment, radioisotopes, etc.)

What separates each mechanism, however, is where the procurement authority resides. An end-user originally has no procurement authority, so must submit PR's. With Blanket Order training, an end-user gains limited procurement authority and may place orders against and in accordance with the Blanket Purchase Agreement, which is the commercial contract established by the buyer/contract specialist. With the P-card program, there are two levels of training for the end-user, and thus two levels of procurement authority.

The first level is for micropurchases (\$3,000 or less) that do not require competition. The federal government states that all micropurchases must be bought from the IMPAC program, and we strongly encourage it. Of course, some vendors still do not take credit cards. The second level of training renders additional procurement authority. These end-users conduct simple competition and prepare simple bid sheets approved by the Purchasing Department.

Unauthorized procurement means that someone lacking the proper procurement authority procured something, thus requiring ratification for payment by the OTS. Someone with procurement authority is authorized from the date they are trained and sign the training completion document until some action ends it, such as retirement or losing the privilege of holding this authority.

### **How Authority Affects Ratification by Procurement Mechanism**

If a purchase request is received after the buy, it is an unauthorized procurement. If the program area utilized a P-card appropriately for the same buy or placed an authorized release against an established blanket purchase agreement, then ratification would not be necessary. The procurement mechanism creates the unauthorized buy. However, procurement does not equate solely to Contracts and Acquisitions processes; it applies to all acquisitions/buys. A reimbursement is still a procurement, only in reverse. If we want the government to ultimately pick up the tab, the choices are to 1) have someone with procurement authority place the order, 2) obtain reimbursement by a pre-approved procurement reimbursement mechanism, or 3) ratify an unauthorized buy.

Limited reimbursement is available with the general expense mechanism, in which there is an implied prior approval by adhering to the conditions set forth in the process.

## **Ratification**

FAR Part 1.602-3 states written authorization must be obtained for ratification of unauthorized acquisitions. Purchasing does not have a mechanism for direct payments; however we have been authorized to use the federal IMPAC program, which calls out procurement/acquisition authority delegation. Since the inception of the federal IMPAC program, the PR is intended to requisition buys for which there is no other pre-established delegation.

## **Procurement Planning**

Every acquisition requires planning. The time and effort spent on the planning phase is based on numerous factors. The process for simple items or services range from requiring a quick search to gathering item descriptions, vendors and pricing to awarding a bilateral contract. However, if the item or service is for construction or research, the specifications may be unique and will require more time invested in developing work statements, obtaining pre-approvals, and considering competition requirements.

Large projects and complex procurements should be discussed with the OTS Technical Support Office and the Acquisition Department Manager well in advance of submitting a requisition to ensure timely award. Advanced discussions can identify any special considerations that may influence the price or award date.

Annual procurement plans should be developed at the Department level and discussed on an annual basis with the respective Acquisition Managers. Such meetings can identify program needs and allow the Acquisition Managers to identify procurement teams to handle workload and more efficiently support large programs and projects.

## **Non-Acquisition Actions**

The following is a list of costs that are not processed through any Acquisition Department procurement process. The appropriate mechanism and contact department is listed in parentheses.

- Any employee-related travel costs (Various travel forms/Travel Department)
- Any cost involving a collaborative effort for which a formal agreement has not been established between SAIC-Frederick and the collaborator entity (Technology Transfer Branch, IP Administrator; inquiries to Administrative Officer or NCI Contracting Officer)
- Costs for items or services delivered to or for any entity other than NCI-Frederick without an established specific agreement. (Administrative Officer or C&A)
- Fees or expenses relating to a Visiting Scientist or Guest Researcher (Various forms/Human Resources)
- Costs are fees only, i.e. no purchase of a good or service. ([Direct Payment](#) process/Accounts Payable).

## **Proper Business Practices of the Technical Customer**

The technical customer is responsible for supporting the buying activity in maintaining good stewardship of federal funds. In so doing, the technical customer is expected to provide the appropriate information and participation to ensure that procurements are conducted with integrity, fairness and in the best interest of the Government.

### **Avoiding Improper Business Practices**

Customers must be careful to avoid improper business practices by not ordering supplies or services if not authorized to do so, ordering only mission related items, and being careful to protect sensitive information. Please read the following carefully. Any questions on the following two issues should be directed to any Acquisition Manager.

### **Unauthorized Procurements**

Only authorized personnel acting within the scope of their authority may enter into a contractual commitment with a vendor or subcontractor. Because of the seriousness of unauthorized personnel committing funds on behalf of NCI, procedures explaining the circumstances of the event and procedures to prevent reoccurrence have been established. Unauthorized commitments may be cause for disciplinary action for the person lacking the authority to commit funds as well as being responsible for reimbursing the vendor or subcontractor.

### **Procurement Integrity and No Conflicts of Interest**

Disclosure of source selection information, business proposals and/or financial information of offerors to unauthorized parties is strictly prohibited. Anyone participating in the procurement process must refrain from any private business or professional activity that would conflict between their private interests and their legal ethical responsibilities while participating in procurement activities.